



Regional Office of Education

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Short-Term Authorization for Positions Otherwise Unfilled

An entity may receive a short-term authorization to employ an individual who does not hold the qualifications required for certain vacant teaching position when the employing entity has been unable to recruit a fully qualified candidate for that position.

This approval allows school district to employ teacher who have the appropriate grade level endorsement in shortage areas for three years, during which time the individual is expected to take coursework and meet other requirements in order to qualify for the endorsement of assignment.

Short-Term Authorization for Positions Otherwise Unfilled Approval Requirements:

- Holds a Professional Educator License that is valid for the grade level of the proposed assignment; **and**
- Has successfully completed at least nine semester hours of college coursework in the subject area to be taught

Scope and Limitations

- The short-term authorization is available to:
 - A) individuals who lack full qualifications in a **content area**; or
 - B) until January 31, 2018, individuals who have **not completed the two middle school pedagogy courses** (six semester hours of coursework for teachers of middle grades)
- The short-term authorization shall not be available with respect to:
 - A) special education teaching positions;
 - B) individuals who lack the required grade level endorsements for the assignment in question; or
 - C) situations in which the employing entity's need for short-term authorization has arisen due to the unforeseen departure of a teacher who was fully qualified for the assignment in question.

Instructions:

1. Application

- a) Complete “Request for Authorization to Employ Educator in Position Otherwise Unfilled” (ISBE form 73-96: <https://www.isbe.net/Documents/73-96-request-employ-educator.pdf>)
 - Form must be signed by the requesting teacher, employing district official, college/university official authorized to affix institution sealed, and the regional superintendent
- b) Must also apply online and pay the applicable fees through ELIS.
 - Login to your existing ELIS <https://www.isbe.net/Pages/Educator-Licensure-Information-System.aspx> click on “Apply for an Approval” and following the prompts (\$50 plus a service fee)

2. Documentation to be provided by the employing district

- a) A description of the vacant position, including the subject area and the grade level;
- b) Evidence of the entity's inability to fill the position with a fully qualified individual
- c) A statement that the employing entity has not honorably discharged anyone in the past year who was fully qualified for the position;
- d) The name and Illinois Educator Identification Number (IEIN) of the individual the entity wishes to employ for the position, as well as a list of the license numbers and content-area and grade level endorsements held by that individual;
- e) A written assurance that the district will provide the teacher to be employed with mentoring and high-quality professional development each year in the subject area to be taught;

3. Documentation verifying the enrollment of the coursework –please submit **one of the following:**

- a) A written assurance from a regionally accredited institution that leads to educator licensure in the content area to be taught that the individual who will be employed is enrolled in coursework that is designed to meet the standards applicable to that subject area, **or**
- b) a written assurance from the licensure officer of another institution of higher education that offers one or more approved educator preparation programs that the individual is enrolled in courses that will enable him or her to qualify for the endorsement, **or**
- c) other evidence of enrollment in relevant coursework supplied by the individual who will be employed, **or**
- d) a written assurance signed by the individual who will be employed, indicating his or her intention to enroll in one or more identified courses at a specified institution of higher education in the next semester